

Raleigh Parks & Recreation Department School Based Programs

2010 - 2011

REGISTRATION BEGINS MARCH 1, 2010





AFFORDABLE, QUALITY RECREATION PROGRAMS

After School X-Press, Before School X-Press, Track Out X-Press, Teen, & Teacher Workday Programs







Table of Contents

School Based Programs
Before School X-Press Program
After School X-Press Program
Friendly After School
Track Out X-press
Friendly Track Out5-6
Sample Schedule for Track Out X-Press
Y.E.S. (Teacher Workday)8
Teen Program9
Registration Information10
Registration Forms
School Based Programs Policies17 – 19
Map and Facility Contact Information 20











Dear Parent/Guardian,

Thank you for selecting the City of Raleigh Parks and Recreation Department as your family's school based programs provider during the 2010 – 2011 School Year. Our activities are designed to go beyond fun and games, to create meaningful childhood memories. Activities focus on safe recreation, life skills, and educational programming for all children; promoting character development by encouraging and modeling personal interaction and supervision in a stimulating, flexible environment; fostering a positive self-image through asset and character building framework; developing good socialization skills through multi-cultural exposure; encouraging health and fitness as a lifetime goal; attaining an appreciation for the outdoor world and learning how to take care of it; and HAVING FUN!

The Raleigh Parks and Recreation Department and Youth Programs Division are excited to provide your family with a variety of program opportunities to experience during the school year. We strive to offer high quality, low cost diverse programs for all school aged participants and families in the City of Raleigh and surrounding municipalities. Programs offered include after school, before school, track out, teacher workdays, teen, and specialty programs for students on traditional and year round calendars.

Our staff is dedicated to making a positive difference in every young life we encounter.

All of our program staff attends extensive staff training before your children ever set foot in our programs! The training emphasizes basic philosophies about appropriate developmental activities, various learning styles, conflict management, positive behavior reinforcement, diversity, and much, much more...

The Raleigh Parks and Recreation Department is committed to offering a variety of programs to serve our citizens. We look forward to making meaningful memories with you and your family. Again, thank you for your interest in our programs. We are excited to have the opportunity to work with your children and build relationships that will last a lifetime.

Sincerely,

Diane Sauer, Director

City of Raleigh Parks and Recreation Department

Before and After School X-Press Programs Location Selection Guide

The Before and After School X-Press Programs Location Selection Guide below is a list of Wake County Elementary and Middle Schools currently served by the Raleigh Parks and Recreation Before and After School Programs during the 2009-2010 school year. The list below is a tentative guide to help identify program locations for your child's school. Some schools may be served by multiple locations. Please note that the 2010-2011 school sites served by our programs may vary from the list below based on program registration and transportation availability. Transportation availability will be determined by the guidelines set forth on the After School X-Press program information page.

Please call the Youth Programs Office at 831-6165 if you are unable to determine your child's program location for the 2010-2011 school year. A map and phone numbers for all locations are located on page 20.

School Name	School Type	Before School Location	After School Location
Barwell Road*	YR	Barwell Road	Barwell Road
Brentwood	Trad	N/A	Green Road
Brier Creek*	YR	Brier Creek	Brier Creek
	YR	Lake Lynn	Lake Lynn
Brooks	Trad	N/A	Optimist
Carroll Middle	Trad	N/A	Optimist
Combs	Trad	N/A	Jaycee
Durant Middle	YR	N/A	Green Road
Durant Elem	YR	N/A	Green Road
East Millbrook Middle	Trad	N/A	Millbrook Exchange
Green	YR	N/A	Green Road
	YR	N/A	Optimist
Harris Creek*	YR	Harris Creek	Harris Creek
Lacy	Trad	N/A	Jaycee
Leesville Middle	YR*	N/A	Lake Lynn
Leesville Elementary	YR	N/A	Lake Lynn
Millbrook	Trad	N/A	Green Road
	Trad	N/A	Optimist
Partnership	Mod	N/A	Chavis
River Bend*	YR	River Bend	River Bend
Root	Trad	N/A	Laurel Hills
Stough	Trad	N/A	Laurel Hills
Sycamore Creek	YR	Lake Lynn	Lake Lynn
Wilburn*	YR	Wilburn	Wilburn
York	Trad	N/A	Lake Lynn

Trad = Traditional Calendar School; YR = Year Round School; Mod= Modified Calendar

^{*} Program registration limited to participants that attend the school listed.

Before School Programs

Before School X-Press

Grades K - 5

The Before School Program is a great way for your child to start their day! The morning is structured to allow for various arrival times. Activities include board games, crafts, playground time, gym games and more.

Program Dates

Year Round School Students: Friday, July 9, 2010-Thursday, June 30, 2011

Program Hours

Program opens at 7:00am

Program Cost

City resident – \$580 per participant Non-city resident – \$700 per participant

> Full payment (required for registrations that cost less than \$400) or a minimum \$25 non-refundable deposit per participants, plus payment plan authorization or appointment with a business associate is required at time of registration (see more payment information on page 13).

Program Locations

To determine which program location your child should attend, please review the School Based Programs Selection Guide on page 2. A minimum of 10 participants is required for the program at a particular site to operate. See page 20 of the brochure for map and phone numbers of all locations.

Questions?

Call the Youth Programs office at (919) 831-6165.



After School X-Press

Grades K - 6

The After School X-Press Program is offered at local Community Centers. Our recreation-based programs give your child a chance to explore their interests in many areas, including: Arts and Crafts, Computer Education, Sports and Fitness, Nature, Music, Cooking and Nutrition programs. Time will also be provided to work on homework.

Program Dates

Traditional School Students: Wednesday, August 25, 2010-Friday, June 9, 2011 (Unless extended by snow days) Year Round School Students: Friday, July 9, 2010-Thursday, June 30, 2011

Program Hours

- > Traditional School Programs close at 6:00pm. Sites: Chavis, Green Road, Jaycee, Laurel Hills, Optimist
- > Year Round School Programs close at 6:30pm. Sites: Barwell Road, Brier Creek, Lake Lynn, Harris Creek, River Bend, and Wilburn.

Program Cost

- > \$1,460 per year per participant for city residents,
- > \$1,580 per year per participant for non-city residents
- > Full payment (required for registrations that cost less than \$400) or a minimum \$25 non-refundable deposit per participant, plus payment plan authorization or appointment with a business associate is required at time of registration (see more payment information on page 13).

Transportation

The Raleigh Parks and Recreation Department and the Wake County School System's Transportation Department work together in an attempt to transport participants from schools to Raleigh Parks and Recreation After School programs. The Raleigh Parks and Recreation Department is subject to all policies and procedures administered by the Wake County School System and has no control over decisions made by Wake County concerning participants that ride a Wake County School bus to an After School program site.

The City of Raleigh will make every attempt to provide transportation where Wake County is not able to do so with the following stipulations:

> There must be 10 or more participants registered by August 9, 2010 (Traditional Calendar) and June 18, 2009 (Year-Round Calendar) from the designated school to the desired location.

This is contingent on space being available on the City of Raleigh operated After School routes.

Raleigh Parks and Recreation reserves the right to amend a participant's After School location based on transportation needs. Transportation may not be available in some circumstances.

Friendly After School Program

The Friendly Afterschool program is for youth with developmental and/or physical impairments. Participants must be able to display appropriate behavior and function independently on a 1:4 ratio. Participants will enjoy activities such as arts and crafts, sports, games, field trips, and more! Program is held based on the Wake County Schools Traditional Calendar. The program will not meet on teacher workdays, dismissal due to inclement weather, or holidays.

No refunds will be granted for days missed or cancelled due to vacation, illness, suspension, or inclement weather.

Transportation is not provided, but may be arranged through your participant's IEP. Payment may be made in weekly or monthly installments. For additional information, please contact Jennifer Tabery at 807-5402 or via email at Jennifer. Tabery@ci.raleigh.nc.us.

Track Out Programs

Track Out X-Press Program

Grades K-6

The Track Out X-Press Program strives to provide high quality activities at a reasonable cost for children who are tracked out of year round or modified schools. This program provides a stimulating and exciting atmosphere through highly organized activities including arts and crafts, sports, recreational games, field trips, educational computer activities, nature programs and much more. The program is staffed with caring and experienced counselors and directors. Additional specialty programs will be offered throughout the year. Registration is limited to these participants until July 12, 2010. A sample program schedule is on page 7.

The Track Out X-Press Program at Lake Lynn and Optimist will accept participants up to 8th grade.

Program Hours

> The track-out program opens at 7:00 am and closes at 6:30 pm.

PROGRAM COST

All 4 breaks City resident – \$1,400 Non-city resident – \$1,520 Weekly City resident - \$150/wk Non-city resident - \$160/wk

> Full payment (required for registrations that cost less than \$400) or a minimum \$25 non-refundable deposit per participant, plus payment plan authorization or appointment with a business associate is required at time of registration (see more payment information on page 13). Weekly Track Out X-Press registration will begin April 12, 2010. All track out weeks must be paid in full if cost is less than \$400 or when registering after February 28, 2011.



Program Information

The track out program will not operate on the following dates:

- > Thursday, July 1st- Thursday, July 8th, 2010
- > Monday, September 6, 2010
- > Thursday, November 11, 2010
- > Thursday, November 25 Friday, November 26, 2010
- > Wednesday, December 22, 2010 -Friday, December 31, 2010
- > Monday, January 17, 2011
- > Friday, April 22, 2011
- > Monday, May 30, 2011

The Raleigh Parks and Recreation Department's Y.E.S. program covers some dates above. The Year Round Y.E.S. dates are listed on pg. 8.

Starting in July 2010, the shuttle from Harris Creek Elementary to the Track Out program will not be offered.

Program Locations

To determine which program location your child should attend, please review the School Based Programs Selection Guide on page 2. A minimum of 10 participants is required for the program at a particular site to operate. See page 20 of the brochure for map and phone numbers of all locations.

Friendly Track Out Program - Track 4

The Friendly Track Out Program is for youth with developmental and/or physical impairments. Participants must be able to display appropriate behavior and function independently on a 1:4 ratio. The program is held based on the Wake County Schools Year Round Track 4 Calendar. Participants will enjoy activities such as arts and crafts, sports, games, field trips, and more. Please bring a lunch and 2 snacks each day. No refunds will be granted for days missed or cancelled due to vacation, illness, suspension, or inclement weather. Registration MUST be received at least 2 WEEKS prior to the start of the program to reserve your spot. For more information, please contact Jennifer Tabery at 807-5402 or via email at Jennifer. Tabery@ci.raleigh.nc.us.

Track Out Programs

TRACK 1

Locations: Barwell Road, Brier Creek, Lake Lynn, Marsh Creek

> 1st Break

Monday, September 13, 2010 - Friday, October 1, 2010-Registration Deadline 9/7/10

> 2nd Break

Monday, December 6, 2010 - Tuesday, December 21, 2010- Registration Deadline 11/29/10

> 3rd Break

Tuesday, March 8, 2011 - Monday, April 4, 2011-Registration Deadline 2/28/11

> 4th Break

Monday, June 13, 2011 - Thursday, June 30, 2011-Registration Deadline 6/6/11

TRACK 2

Locations: Barwell Road, Brier Creek, Marsh Creek, Optimist

> 1st Break

Monday, August 23, 2010 - Friday, September 10, 2010 8/16/10

> 2nd Break

Monday, November 15, 2010 - Friday, December 3, 2010 (no program Thursday and Friday, November 25-26) -Registration Deadline 11/8/09

> 3rd Break

Monday, February 14, 2011 - Monday, March 7, 2011-Registration Deadline 2/7/11

> 4th Break

Wednesday, May 18, 2011 - Friday, June 10, 2011-Registration Deadline 5/10/11

TRACK 3

Locations: Barwell Road, Brier Creek, Lake Lynn, Marsh Creek

> 1st Break

Monday, August 2, 2010 - Friday, August 20, 2010-Registration Deadline 7/26/10

> 2nd Break

Monday, October 25, 2010 - Friday, November 12, 2010 (no program Thursday, November 11th)- Registration Deadline 10/18/10

> 3rd Break

Monday, January 24, 2011 - Friday February 11, 2011-Registration Deadline 1/18/11

> 4th Break

Tuesday, April 26, 2011 – Tuesday, May 17, 2011-Registration Deadline 4/19/11

TRACK 4

Locations: Barwell Road, Brier Creek, Marsh Creek, Lake Lynn

> 1st Break

Friday, July 9, 2010 - Friday, July 30, 2010- Registration Deadline 7/8/10

> 2nd Break

Monday, October 4, 2010 - Friday, October 22, 2010-Registration Deadline 9/27/10

> 3rd Break

Monday, January 3, 2011 - Friday, January 21, 2011-Registration Deadline 12/27/10 (no program Monday, January 17)

> 4th Break

Tuesday, April 5, 2011 - Monday, April 25, 2011-Registration Deadline 3/29/11 (no program Friday, April 22)

General Information

After School, Before School and Track Out X-Press Programs

- > The After School program includes scheduled early release days.
- > Inclement Weather Policies for all programs are located in School Based Policies Section.
- > Year round school participants can only attend the Before and After school program when their track is in school. For information about the Track Out X-Press program when your child is tracked out, see page 5-6.
- > The Before and After School X-Press Programs do not cover holidays and teacher workdays. The Raleigh Parks and Recreation Department's Youth Escape School program is offered on selected teacher workdays and the dates are listed on pg. 8.
- > Program fees are not pro-rated for daily registrations.
- > Track Out Participants are required to bring 2 snacks, a lunch, and drinks each day.



SAMPLE TRACK OUT X-PRESS PROGRAM SCHEDULE



7:30					
			-		
8:00			CHOICE PLAY		
8:30			/:00AIM-0:45AIM		
00:6	Snack	Snack	Snack	Snack	Snack
9:30	Gvm Game.	Playground	Gym Stations	Gym Games	P/U @ 9:15
10:00	Alien Invasion	Silent Ball	Classroom Activities: Lists Galore	Art Project:	Marbles Museum
10:30	Art Project: Sidewalk Chalk	Gym Time:	Lunch	Model Magic – Alien Pencil Holders	10:00-12:30
11:00 C	Classroom Activity	Kickball Day #2	P/U @ 11:15	Gym Time:	IMAX SHOW
11:30	Candy BINGO!	Lunch		Captain's Orders	10:00 am
12:00	Lunch	Quiet Time	Jellybeans (Cary) 11:45-1:30	Lunch	
12:30 G	Quiet Time Activities			Quiet Time Activities	
1:00	Gvm Time:	Cooking Project:	Please Wear Socks!		P/U @ 12:30
1:30	Kickball Day #1	Monkey Bread		Computer Lab	Lunch
2:00		Gym Time:	P/U @ 1:30	TOX Hawaiian Luan.	Quiet Time Activities
2:30	Movie:	Catch-up	Quiet Time Activities	Video Games, Arts &	Art Project:
3:00	"Alvin and the	Board	Classroom Activities:	Crafts, Snack	Scrap Art
3:30	Sulpling	Games	"Things In Order Relays"	Movie: Lilo and Stitch	Bonus Buck Store
4:00	Snack	Snack	Snack	Snack	Snack
4:30-6:00	ASX Activities	ASX Activities	ASX Activities	ASX Activities	ASX Activities

Y.E.S. Day (Teacher Workdays) and Weather Bound Programs

Y.E.S. Day Program

Grades K - 6

Need something for your child to do on teacher workdays or school holidays? Enroll in the Youth Escape School (Y.E.S.) program. This wonderful recreational opportunity provides a safe alternative for school aged children while parents work. Participants interact with their peers and counselors in fun filled activities such as sports, arts & crafts, games, movies and a variety of other exciting events. Field Trips may require additional fees. Each participant must bring lunch, 2 snacks, and drinks.

TRADITIONAL SCHOOLS

Program Cost

\$25 per day for city residents, \$35 per day for non-city residents

Program Dates*

January 24th, 2011
February 21st, 2011
February 22nd, 2011
March 25th, 2011
April 1st, 2011
April 18th, 2011
April 19th, 2011
April 21st, 2011

* Please call the individual community centers to inquire about date and space availability.

Program Time 7:30am-6:00pm

Program Locations

A map and phone numbers for all locations are listed on page 20.

Biltmore	Method
Carolina Pines	Optimist
Chavis	Pullen

Green Road Ralph Campbell
Jaycee Tarboro Road
Lake Lynn Worthdale

Laurel Hills Millbrook

YEAR ROUND SCHOOLS

Program Cost

\$30 per day for city residents, \$40 per day for non-city residents

Program Dates*

July 6th, 2010	December 23rd, 2010
July 7th, 2010	December 28th, 2010
July 8th, 2010	December 29th, 2010
December 22nd, 2010	December 30th, 2010

* Please call the individual community centers to inquire about date and space availability.

Program Time 7:00am-6:30pm

Program Locations

Barwell Road Center Brier Creek Center

Traditional and Year Round Schools Weather Bound Program

Grades K - 6

Bring your children to the Weather Bound Program for a day of structured play when Wake County Schools are closed due to inclement weather. Hours are 8:00 am to 5:00 pm. Activities may include sports, crafts, games, computer games, movies and outdoor play. Children should bring a lunch, two snacks and drinks and a change of clothes. Pre-registration is recommended. Space is limited. **Please contact program location to register.**

Program Cost

- > \$20 a day for city residents
- > \$30 a day for non-city residents

Program Locations

Chavis Center, Green Road Center, Jaycee Center

Information for all locations listed in the section is located on page 20. Information includes location addresses and phone numbers.

Teen Programs

Middle School Mania

Grades: 6-8

Are you looking for a day of fun and excitement for your middle school student on a teacher workday? If so there are three community centers throughout the City of Raleigh that provide this opportunity for your student. Your student will participate in Dance Dance Revolution (DDR) competitions, Wii programs, sports activities, cooking programs, and much more. Program dates and locations are listed below.

Program Hours: 7:30am – 6:00pm

Program Cost: Resident, \$30 and Non Resident, \$40

Program Contact Person: Daniel Price 807-5409

Program Locations

Green Road, Laurel Hills, and Millbrook Exchange

Program Dates: Laurel Hills

October 1, 2010

October 29, 2010

November 24, 2010

December 22, 2010

December 28, 2010

December 29, 2010

December 30, 2010

January 3, 2011

January 24, 2011

February 21, 2011

February 22, 2011

March 25, 2011

April 1, 2011

April 18, 2011

April 19, 2011

April 20, 2011

April 21, 2011

Middle School After School

Grades 6-8

This program provides fun and exciting activities geared towards middle school students in an after school setting. Activities students will participate in are recreation and sports activities, interactive video games, arts and crafts, cooking, and much more! Homework time will also be provided.

Program Hours: School Dismissal-6:00pm

Program Cost: Resident, \$1,400; Non-city Resident, \$1,520

Program Contact Person: Daniel Price 807-5409

Program Locations and Dates

Lake Lynn July 9, 2010-June 30, 2011

Millbrook Exchange August 25, 2010-June 10, 2011



2010 – 2011 Registration Information

This brochure contains all of the information and materials needed for program registration. Please read the following instructions thoroughly before completing the registration form. A new registration form must be completed each new school year for each child.

- > Participation in a previous year's program does not guarantee a space in programs for the upcoming year. Registration forms will be processed on a first come, first serve basis beginning on March 1, 2010, EXCEPT for weekly Track-Out registration. We will not begin processing weekly Track-Out registrations until April 12, 2010.
- > Allow time for confirmations to be mailed out and understand that no confirmation of registration will be given at time of drop-off.

Please make sure that your registration forms are fully completed so that we can provide prompt and accurate processing of your request.

Program Questions

Please call the phone numbers listed with the program descriptions for questions about that specific program. General school based programming questions can be answered by the Youth Programs Office at 831-6165 or email youth.programs@ci.raleigh.nc.us

Registration questions

Registration for all school based programs is handled by the Recreation Business Office. Please call the Recreation Business Office at 996-4800, select option 1 for School Based Program Registration or email Rbo.registration@ci.raleigh.nc.us

> Registration for Traditional and Year Round Y.E.S. Days and Specialty Programs will be accepted by the program location as well.

Registration After Programming Starts

Completed registration and payment or deposit must be received by the Recreation Business Office one week prior to start date.

Registration Form Submission

The Recreation Business Office will accept completed registration materials by drop off or mail-in. Fax or electronic copies are not permitted.

Drop-Off Registration

Drop off registration is preferred at the Recreation Business Office, located at 105 Pullen Road, Pullen Arts Center, Raleigh, NC, 27607.

Registration forms will be accepted beginning March 1, 2010. Registration forms will be processed on a first come, first serve basis. Full payment (required for all registrations that cost less than \$400) or a minimum \$25 non-refundable deposit per participant, plus payment plan authorization or appointment with a business associate is required with completed registration forms. If you choose to drop off completed registration forms at one of our other program locations YOU MUST SEAL YOUR FORMS AND PAYMENT in an envelope addressed to the Recreation Business Office/School Based Programs Registration. For quality control, registrations will only be processed by the Recreation Business Office. Program locations are listed on page 20. Please call locations for hours of operation.

Mail-In Registration

Mail-in registrations should be postmarked no earlier than March 1, 2010. Registrations will be processed by the postmark date. Registrations received with a postmark earlier than March 1, 2010 will be processed beginning March 8, 2010. Please include a full payment (required on registrations that cost \$400 or less) or a \$25 minimum non-refundable deposit per participant, plus a payment plan authorization or appointment with a business associate is required with completed registration

Mailing Address: Raleigh Parks and Recreation Department Attention: Recreation Business Office – School Based Programs Pullen Arts Center 105 Pullen Road Raleigh, NC 27607

2010 – 2011 Registration Part 1 - Program Selection

Please complete a separate registration for each child.

Main Contact Name			Youth Name	
City of Raleigh Resident?	O Yes O No			
My Child Attends: (select or	ne)			
O Traditional School Calendar	r – School Name:			
O Year Round School Calenda	ar - School Name an	d Track #:		
O Modified School Calendar	– School Name:			
O Home School				
You may select the following	package programs ar	nd indicate a location selected	d (check all progra	ams that apply)
O After School X-Press Program Location			Page #3	
O Before School X-Press O Program Location		O \$700 (non-resident)	Page #2	
O Track Out X-Press Program Location		O \$1,520 (non-resident)	=	○ Weekly registration*
* IF YOU PREFER to select on	nly specific weeks of T	rack-Out programming pleas	e complete Track	-Out Weekly Registration section.
Days x \$25 a day = Dates: O Y.E.S. Day Program Year R Location Days x \$30 a day = Dates: Dates:	= \$ Round School	ar		
Middle School Page #9				
O Middle School Mania Sing Location	le Program Days			
Cost =	\$			
Dates:				
O Middle School Afterschool Location				
Cost =	\$			
	*			
Dates:	\$		_	

Continued next page.

OFFICE USE ONLY:

Deposit \$ Site Staff Name Staff Name

2010 – 2011 Registration Part 1 continued

Track Out Weekly Registration

Select all weeks that you wish for your child to attend the Track Out Program on a weekly basis. PLEASE MARK YOUR SELECTIONS CLEARLY. Weekly Track Out X-Press registration will begin April 12, 2010. Registration deadlines are the close of business one week prior to the Track Out week start date.

Track 1		Track 2		Track 3		Track 4	
Track 1 B R E A K 1 9/13 - 9/17/2010 9/20 - 9/24/2010 9/27 - 10/1/2010 B R E A K 2 12/6 - 12/10/2010 12/13 - 12/17/2010 12/20 - 12/21/2010 B R E A K 3 3/8 - 3/11/2011 3/14 - 3/18/2011 3/21 - 3/25/2011 3/28 - 4/1/2011 4/4/2011 B R E A K 4 6/13 - 6/17/2011 6/20 - 6/24/2011	\$150 \$150 \$150 \$150 \$150 \$150 \$150 \$150	Track 2 B R E A K 1	\$150 \$150 \$120 \$150 \$150 \$150 \$150 \$150 \$30 \$90 \$150 \$120	Track 3 B R E A K 1 O 8/2 - 8/6/2010 O 8/9 - 8/13/2010 O 8/16 - 8/20/2010 B R E A K 2 O 10/25 - 10/29/2010 O 11/1 - 11/5/2010 O 11/8 - 11/12/2010 (no program 11/11) B R E A K 3 O 1/24 - 1/28/2011 O 1/31 - 2/4/2011 O 2/7 - 2/11/2011 B R E A K 4 O 4/26 - 4/29/2011 O 5/9 - 5/13/2011	\$150 \$150 \$150 \$150 \$150 \$150 \$150 \$150	Track 4 B R E A K 1 O 7/9/2010 O 7/12 - 7/16/2010 O 7/19 - 7/23/2010 O 7/26 - 7/30/2010 B R E A K 2 O 10/4 - 10/8/2010 O 10/11 - 10/15/2010 O 10/18 - 10/22/2010 B R E A K 3 O 1/3 - 1/7/2011 O 1/10 - 1/14/2011 O 1/18 - 1/21/2011 B R E A K 4 O 4/5 - 4/8/2011 O 4/11 - 4/15/2011 O 4/18 - 4/21/2011	\$30 \$150 \$150 \$150 \$150 \$150 \$150 \$150 \$120 \$120 \$120
O 6/27 – 6/30/2011	\$120	O 6/6 – 6/10/2011	\$150	O 5/16 – 5/17/2011	\$60	O 4/25/2011	\$30
Subtotal of Track 1 Non Resident Fee \$10 x # of weeks	\$ \$	Subtotal of Track 2 Non Resident Fee \$10 x # of weeks	\$ \$	Subtotal of Track 3 Non Resident Fee \$10 x # of weeks	\$ \$	Subtotal of Track 4 Non Resident Fee \$10 x # of weeks	\$ \$
TOTAL TRACK 1	\$	TOTAL TRACK 2	\$	TOTAL TRACK 3	\$	TOTAL TRACK 4	\$

Proceed to Part 2 next page.

All weekly Track-Out registrations processed on and after February 28, 2011 must be paid at the time of registration.

2010 – 2011 Registration Part 2 - Payment Options (Choose A, B or C)

Main Contact Name	Youth Name
Please complete Option A, B, C or D in its entirety.	
OPTION A - FULL PAYMENT WITH REGISTRATION You must pay in full if your registration cost is less than \$400 or pay in full at any cost level. Complete the information below Of Check or Money Order attached (payable to City of Raleigh) Of Ame	<i>:</i> :
Name of Card Holder	
Billing Address	
City/Zip	
Card Number	Expiration Date
Amount Authorized	Signature
O American Express O MasterCard O Visa O Check or Money Ord Name of Card Holder	der attached (payable to the City of Raleigh)
Billing Address	
City/Zip	
Card Number	Expiration Date
Deposit Authorized	Signature
hereby authorize City of Raleigh to process my monthly payment agains below, that the information provided is true and correct. O American Express O MasterCard O Visa	st my American Express, MasterCard or Visa. I certify, by signing
Name of Card Holder	
Billing Address	
City/Zip	
Card Number	Expiration Date
Authorize monthly payment as stated on payment plan	Signature
If we are unable to process your payment we will contact you. Resolution avoid restrictions on your account and/or to continue participation in our	·

2010-2011 Registration Part 2 continued

OPTION C - INITIAL DEPOSIT AND MONTHLY PAYMENT PLAN

USING ALTERNATIVE PAYMENT METHOD

If you want to request an alternative payment method for your payment plan you must schedule an appointment by calling the Recreation Business Office at 919-996-4800, Option 1. You need to bring your registration forms along with a minimum \$25 non-refundable deposit for each participant at the time of your appointment. Your registration will not be processed until you meet with one of our business associates.

Date Called RBO		
Appointment Date	_	
Appointment scheduled with		

If the required payment for Option A, B or C is not enclosed with your registration, your registration request WILL NOT be processed. We will try and contact you to obtain payment.

PAYMENT PLAN AUTHORIZATION

Payment plans are calculated based on the date the registration is processed. Payment plans start as early as July 1, 2010 and end May 1, 2011.

Registrations processed March to June 15, receive an 11 month payment plan.

Registrations processed June 16 to July 15, receive a 10 month payment plan.

Registrations processed July 16 to August 15, receive a 9 month payment plan.

Registrations processed August 16 to September 15, receive an 8 month payment plan.

Registrations processed September 16 to October 15, receive a 7 month payment plan.

Registrations processed October 16 to November 15, receive a 6 month payment plan.

Registrations processed November 16 to December 15, receive a 5 month payment plan.

Registrations processed December 16 to January 15, receive a 4 month payment plan.

Registrations processed January 16 to February 15, receive a 3 month payment plan.

Registrations processed February 16 to March 1, receive a 2 month payment plan.

ALL REGISTRATIONS COMPLETED AFTER MARCH 1, 2011 must be paid in full at the time of registration.

The payment plan will be mailed to the main contact person and card holder in advance of your first payment.

Please refer to our School Based Program Policies, pages 17 – 19 for more payment, refund and withdrawal information.

OPTION D - FINANCIAL ASSISTANCE

Raleigh Parks and Recreation recognizes that some participants may need financial assistance to have the opportunity to participate in our programs. Financial assistance is available for our Year Round Track Out, Before School and After School programs. Funds are limited. For more information about eligibility and additional forms that need to be completed with registration, please call 919-996-4800, Option 1.

Proceed to Part 3 next page.

2010 – 2011 Registration Part 3 - Participant Information

Last Name		First	Name	Prefer	red Name
Address					
City/State/Zip				Home	Phone
Is this a new address? O Yes	O No Date	e of Birth	Age	Grade (2010–2011)	Gender
School					
f year-round school, provide	Track #				
Insurance Carrier & Policy #					
Name of Child's Doctor, Phor	ne Number & A	ddress			
Name of Child's Dentist, Pho	ne Number & A	ddress			
Hospital Preference					
Parent/Guardian Informati	ion (please indi	cate person who is the ma	ain contact)		
O Mother/Guardian Last Na	ime	First!	Name		
Home #	Work#	ext.		Mobile #	Pager/Other#
Address					
City/State/Zip					
Employer				Email address	
O Father/Guardian Last N	ame		First Nar	me	
Home #	Work#	ext.		Mobile #	Pager/Other#
Address					
City/State/Zip					
Employer				Email address	
Emergency Contact (Othe	r Than Parent	/Guardian)			
Name				Relationship to child	
Home #	Work#	ext.		Mobile #	Pager/Other#
Release Authorization					
Please list additional names on They will be required to show	•		ove, 16 years	s or older, that are allowed	d to pick up your child(ren).
1. Name	•	•		Relationship to child	
Home #	Work#	ext.		Mobile #	Pager/Other#
 2. Name				Relationship to child	
				·	

Registration Part 3 continued

Health Information

The Raleigh Parks and Recreation Department welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs. The sooner we know about your special situation, the more time we have to make reasonable accommodations to improve a participant's recreation experience with us. To aid staff in making accommodations, registration should be received two weeks prior to the start of a program.

Special Medical Circumstances: (i.e. cancer, physical disabilities, blindness, deafness or diabetes.) The City if Raleigh recommends that parents or quardians consult their participant's pediatrician or health care professionals to assess their participant's fitness to take part in our camps. It is required that parents or guardians provide in writing any additional instructions for their participant. The written instruction should be developed with the assistance of their participant's pediatrician or health care professional. This information should include the specific medical circumstance and requirement needs for the participant.

Please answ	er yes or no to ALL items. Please u	se space below	to provide additional detail	s on boxes chec	ked Yes.
yes 🛘 no 🖵	Autism / Asperger's	yes □ no □	ADHD / ADD	yes 🛭 no 🗖	Immunizations up to date
yes 💷 no 🖵	Emotional / Behavioral Problem	yes 🗖 no 🗖	Asthma	yes 💷 no 🗖	Back / Joint Problems
yes 🖬 no 🖫	Diabetes	yes 🖵 no 🖵	Contagious Disease	yes 🛭 no 🗖	Hearing Loss
yes 🖬 no 🖫	Down Syndrome	yes 🗖 no 🗖	Fainting	yes 💷 no 🗖	Major Surgery / Illness
yes 💷 no 🖵	Impaired Motor Activity	yes 🗖 no 🗖	Heat Stroke / Exhaustion	yes 💷 no 🗖	Motion Sickness
yes 💷 no 📮	Seizures / Epilepsy	yes □ no □		yes ☐ no ☐	Sprain / Fracture / Dislocation
yes 💷 no 📮	Allergies* please see below			_ yes □ no □	Vision Loss: Eyeglasses/Contacts
Allergy Type				,	, 3
Instructions i	f participant has an allergic reaction:				
Please give pages if neo	detailed information for anything c essary):	hecked yes abo	ove, activity restrictions or an	y other special o	circumstances (use additional
Medical Inf	formation				
Please list ar	ny medication the participant is currer	ntly taking (includ	ding inhalers for asthma):		
	ons need to be administered during forms will be required.	program hours,	please refer to the Medicatior	n/Medical Treatm	ent statement.
☐ Pictures or	video may be taken of participants f	or use in progra	m publicity. Please check if yo	u do not concur.	
Would you l If yes, amou	ike to make a donation to support a	Child's particip	ation in Raleigh Parks and Re	creation Progran	ns O YES O NO
and agree to waiving my l	I that the City of Raleigh provides no o the City of Raleigh Parks and Recre egal rights. Also by signing below, I rmation that I have provided on the	ation School Ba am acknowledg	sed Programs Policies on pag ging that my participant is phy	es 17– 19. By sig sically capable c	gning below I understand I am of participating in program activities
Participant N	ame				
Parent/Guarc	lian Signature				
Date					

2010 – 2011 School Based Programs Policies

Please read carefully.

Child Care Licensing Information

Several of our sites are licensed by the North Carolina Division of Child Development and require additional paperwork to be completed before you child can begin our program. You may be required to complete this paperwork at the time of registration or at a later date. Failure to complete licensing paperwork by given deadline may result in dismissal from program. Licensure also requires that you come into the program site everyday to sign your child in and/or out of the program.

Voucher Policy

Due to licensing, vouchers are only accepted for Barwell Road and Brier Creek School Based Programs (Before School, After School, and Trackout). A completed voucher with proper information and child care site will need to be turned into and signed off by the Recreation Business Office at 105 Pullen Road, Raleigh, NC 27607. For all voucher and registration questions please call 996-4800 option 1. Additional sites may be added in the future.

Discipline Policy

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self concept, problem-solving abilities, and self-discipline.

Behavior Management Policy

The City of Raleigh Parks and Recreation Department supports and practices the following Behavior Management Policies:

- 1. Quiet Reprimand/Verbal Warning.
- If Behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
- 3. After repeated behavior problems, a first written incident report will be given to the parent/guardian.
- 4. Additional behavior problems will constitute a second written incident report given to parent/guardian and a possible two (2) full day suspension from the program. No refunds will be given for the days suspended.
- 5. If negative behavior persists, a third written incident report constitutes that the participant may be suspended from the program. A two (2) full day suspension will be issued to the participant while incidents are being reviewed. No refunds will be given for the days suspended.
- 6. For severe offenses, such as but not limited to fighting, theft, vandalism, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately, bypassing any of the steps above. In the event of expulsion, participant refunds will be processed in accordance with the Refund Policy.

Confidentiality Policy

Raleigh Parks and Recreation is dedicated to protecting the confidentiality of all program participants. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information in public displays such as My Space, Facebook, etc. Raleigh Parks and Recreation staff policy states that employees are not to share personal information or pictures about any participants or staff in any public display area such as My Space, Facebook, etc. or discuss any personal information about participants outside of the workplace.

Payment Policy

Full payment (required if registration cost is \$400 or less) or a \$25 (non-refundable) deposit is due at time of registration by check, money order, American Express, MasterCard or Visa. If you are providing a deposit then the Payment Plan Authorization must be completed and returned with the registration or you need to contact the Recreation Business Office, 919-996-4800, option 1, for an appointment. If your payment plan becomes one or more payments past due, your account will be frozen. Failure to clear the delinquency could result in termination of your child/children's participation in our programs.

Withdrawal and Transfer Requests

All withdrawals and transfers must be received in writing 14 days or more in advance of the start date of the program. Non-attendance or non-participation in a program does not entitle a patron to credit of registration fee.

continued on next page



Refund Policy

- Non-attendance/Non-participation in a program or activity does not entitle a patron to a refund. Refunds may take up to 45 days or longer to complete. All refund requests must be received in writing at least 14 or more days in advance of the start date of a program.
- 100% refund/credit/transfer if Department cancels program,
- 100% transfer of fees to another RPRD program at time of withdrawal OR 85% refund/credit based on total cost of program.
- Refund/credit/transfer requests received less than 14 days prior to start date of a program will not be granted.
- Refunds for medical reasons requested prior to the start date of program will be granted at 100% subject to verification.
- A transfer must be requested at the time of withdrawal.
- A credit may be used by any family member on the same registration account.
- The \$25 participant deposit is non-refundable

Inclement Weather Policy

The youth programs division has established inclement weather procedures to protect the safety of all participants and staff members. Policies include After School X-Press, Before School X-Press, Track Out X-Press, Specialty Program, and/or Teen Programs. All of the Raleigh Parks and Recreation Department inclement weather procedures are influenced by Wake County's decisions in reference to inclement weather. Refunds or credits will not be given for inclement weather.



Please visit parks.raleighnc.gov or call 919-831-6165 for inclement weather information.

If Wake County Schools are closed, all City of Raleigh School Based Programs are closed. If Wake County Schools are delayed, the Before School Program is cancelled. The Track Out program will open at 9:00am at all locations.

If Wake County Schools release early, the After School X-Press program is cancelled. Any decision to cancel the Track Out program will be made by the Raleigh Parks and Recreation Department. Please visit parks.raleighnc.gov or call 919-831-6165 for information concerning Track Out program closure.

Medication/Medical Treatment

Only medications which are medically necessary and cannot be scheduled outside the hours of the recreation program will be given during the program. A medication permission form must be signed by a parent or guardian. Every effort will be made to contact parents/guardians in the case of a medical emergency. By signing on page, if I cannot be reached I authorize the City of Raleigh Staff to seek appropriate medical care.

Sickness/Illness

Any participant should remain home from all school programs if they have any of the following in the past twenty-four (24) hours:

Fever (100 degrees or higher without fever reducing medication)

Diarrhea

Vomiting

Sore throat

Contagious conditions (i.e. undiagnosed rash, chicken pox, pink eye, ring worm, lice, etc)

After 24 hours, if your participant is symptom free or has been seen by a doctor and is not contagious they may return to the progam. If the participant becomes sick while at the progam, he/she will be separated from the other participants while the parent is called to come and pick them up.

For contagious conditions, please contact your school based program director as soon as possible. These conditions will be addressed through the Parks and Recreation Department Illness Guidelines. Please do not bring the participant to the program without discussing the situation with the Program Director.

Sunscreen and Insect Repellent

If needed, please apply these products to participants before they come to the program each day. For use during the program please supply any sunscreen and/or insect repellent that the participant may need during any program. A medication permission form must be completed and signed by a parent or guardian. Staff is not permitted to apply these items nor are participants permitted to apply to other participants. Staff will provide frequent opportunities for participants to reapply over the course of the day.

Field Trips Policy

Raleigh Parks and Recreation may transport participants in vehicles provided by the City of Raleigh or contracted by the department. Parent/Guardians should pay close attention to program schedules provided by program staff that outline the transportation schedule for field trips. If a program participant arrives to the program after the scheduled departure for the fieldtrip, it is the responsibility of the parent/ quardian to either:

- Transport the participant to the field trip location and sign-in the participant with a City of Raleigh staff member at the field trip site, or;
- Transport the participant back to the program site once the program returns from the field trip location and sign-in.

Participant cannot be left at the program location without staff present. Refunds will not be awarded if participant misses a field trip. The City of Raleigh Parks and Recreation Department is not responsible for a program participant until they are signed in with program staff. If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Requests for these pick ups may be requested in writing at the specific program location. Confirmation of the early release is required prior to participant being released.

Electronic Devices

Youth Programs: No electronic devices are allowed (examples: cell phones, MP3 players, gaming devices, etc.)

Teen Programs: Cell phones are not allowed. Electronic devices such as MP3 players or gaming devices are allowed during designated "down time" with signed waivers. Staff reserves the right to confiscate these devices if issues arise. Confiscated electronics will be returned to the parent at the end of the day.

Dress Code

In order to maintain a positive experience and to focus on the safety of program participants, Raleigh Parks and Recreation recommends appropriate attire. Participants will be involved in recreational or athletic activities almost everyday so they should wear cool, comfortable clothing, and tennis shoes. Jewelry should be left at home. In general rubber shoes, "crocs," will not be recommended as acceptable attire for active recreation activities. Specific programs may encourage based on the nature of the activity (i.e. waterfront or pool activity). When worn they should be closed toe with a heel strap. If appropriate attire is not worn, preventing participation, parents may be asked to bring appropriate clothing or will be required to pickup the participant. Certain programs may have additional clothing requirements. Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, or gang references; two piece bathing suits (age 12 and up); excessively loose/tight pants or shirts; revealing clothing.

Inclusion Process

The Raleigh Parks and Recreation Department welcomes all participants into our programs. In order to ensure the success of participants and comply with the ADA, Specialized Recreation Services supports participants with disabilities by completing an individual assessment for each participant to determine if any modifications or accommodations are needed. This process may include, but is not limited to, parent interviews, requests to communicate with participant's teacher and/or classroom observation, creating participant specific materials to assist with daily routines (schedules, behavior management systems, visual prompts, etc.), site-specific staff training, and when necessary, additional staff on site to lower ratios. Registration should be received at least 2 weeks prior to start of program to ensure enough time to make reasonable accommodations as determined. (bold)

Non-Discrimination Policy

The City of Raleigh Parks and Recreation
Department does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the afore mentioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, DC 20240.

Personal Care Policy

The City of Raleigh Parks and Recreation
Department requires that all program participants
are potty trained in order to participate in
departmental sponsored programs. Personal Care
Policy requires participants to go to bathroom
unassisted by staff. Departmental staff
understands participants are young, and
accidents do happen. Participants should have a
change of clothes available in case accidents

If an accident occurs and no change of clothes is available, the parent/guardian will be contacted and staff will request that a change of clothes be brought to the program site or that the participant be picked up from the program site within one hour of the incident.

It is City of Raleigh policy that staff does not assist in the toileting of any program participants or help with dressing participants in a traditional program setting. If accidents become routine participants may be dismissed from the program. The parent/guardian will be responsible for any difference in fee if a transfer occurs. No refund will be given if the participant is dismissed from the program.

Photography/Video Waiver

Pictures or video clips may be taken of any program participant while involved in City of Raleigh Parks and Recreation activities and may be used for program publicity. Photos or video clips may be used in program activities and special events such as talent shows, program fun days, etc.

If you do not concur please indicate on the registration form.

Late Pick Up Policy

Participants that are picked up late from the closing time of the program will be charged a late fee. The fee is as follows: Once the parent/guardian is up to 10 minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past 10 minutes late. Payment is due at time of late pick-up. Continual late pickups may lead to dismissal from program in relation to excessive late pick-up policy forms.

Lost Items

The City of Raleigh Parks and Recreation Department is not responsible for any personal items lost or stolen at our programs.

Babysitting Policy

Any babysitting arrangements with present or former staff of the Raleigh Parks and Recreation Department are separate and independent from any Departmental program. These arrangements must be based on the independent responsibility and judgment of the parent or guardian. The City of Raleigh Parks and Recreation Department shall not be responsible for any claims or liability in connection with such babysitting activities.

Release and Indemnity Agreement

I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contacts with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Participant Information form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program. In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

Locations

Barwell Road 3925 Barwell Road 27610 329-5994

Biltmore Hills 2615 Fitzgerald Drive 27610 831-6895

3 Brier Creek 9801 Brier Creek Parkway 27617 420-2340

Carolina Pines 2305 Lake Wheeler Road 27603 831-6435

Chavis 505 MLK Jr. Boulevard 27601 831-6989

Green Rd. 4201 Green Road 27604 872-4140

Halifax 1015 Halifax Street 27604 831-6378

8 Harris Creek Elementary Harris Creek Elementary 3829 Forestvile Road 27616 831-6165

9 Jaycee 2405 Wade Avenue 27607 831-6833

10 Lake Lynn 7921 Ray Road 27613 870-2911

Laurel Hills 3808 Edwards Mill Road 27612 420-2383

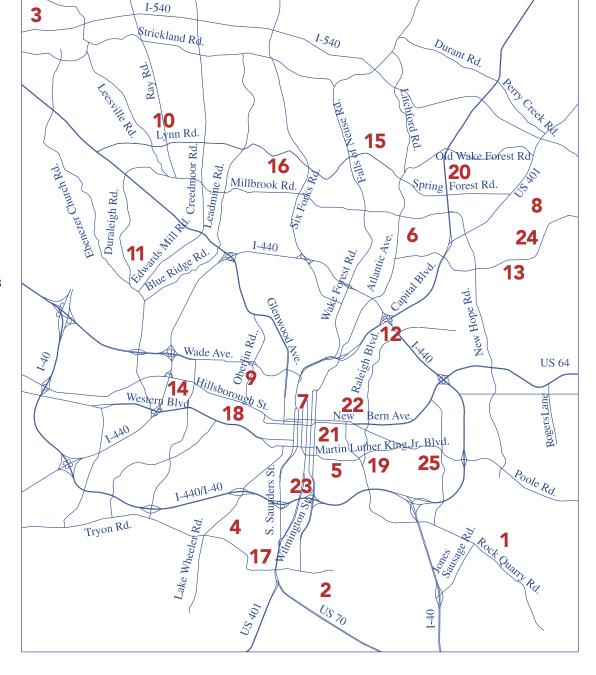
Lions 516 Dennis Avenue 27604 831-6995

Marsh Creek 3016 New Hope Road 27604

Method 516 Method Road 27607 831-6066

15 Millbrook Exchange 1905 Spring Forest Road 27615 872-4156

Optimist 5900 Whittier Drive 27609 870-2880



Peach Road

911 Ileagnes Road 27607 807-8545

18 Pullen 408 Ashe Avenue 27606 831-6052

Ralph Campbell 756 Lunar Drive 250-2757

20 Riverbend Elementary School 6710 Penny Creek Rd 27617 831-6165

Roberts 1300 E. Martin Street 27610 831-6830

Tarboro Rd. 121 N. Tarboro Road 27610 831-6505

Walnut Terrace 111 W. Lee Street 27601 831-6155

Wilburn Elementary 3707 Marsh Creek Road 27604 831-6165

Worthdale 1001 Cooper Road 27610 250-2730







What our customers are saying!

"My child enjoys going to the center for Before School and really loves the track out program. She often rants and raves to her friends and family on how much fun she has at the center. I just want to give my gratitude and say thank you for how comfortable I am in leaving my child in your care."

Program Parent

"They care about us. The good thing about them is each counselor has their own personality. They come in everyday and stay happy all day. They make sure we do everything to the best of our ability."

Program Participant

"I like all the games we play. It makes me excited to go every morning."

Program Participant





Attn: Recreation Business Office Pullen Arts Center 105 Pullen Road Raleigh, NC 27607

www.parks.raleighnc.gov

Our Staff

Our core program staff have all come to us 4 year college degrees and vast amount of experience working with



youth. This education and experience allows our staff to provide your child with well rounded experience of diverse activities.

Our staff believes that working with your child is fun. It's not just about rules of the game, abilities, or a basketball. It's about HEART. It's about FEELINGS. It's about making a positive difference in YOUR child's life!

Staff Credentials

Members of the Raleigh Parks and Recreation's Department have many qualities and values including:

- > Willingness to have fun and provide a positive example for kids to rely on!
- > Tremendous energy and passion for working with youth!
- > An extensive amount of knowledge in program activities for kids! But most importantly the ability to come out and PLAY!

Pullen Arts Center, 105 Pullen Road Raleigh, NC 27607, 919-996-4800, Select Option 1 www.raleighnc.gov/schoolprograms

